

DEPUTY RECREATION MANAGER*Class Definition*

Under general direction, manages the activities of either the City-wide or District-wide community service or recreational programs.

Distinguishing Characteristics

Deputy Recreation Manager is a section head in the Recreation and Community Services Division in the Parks, Recreation, and Community Services Department. Incumbents report to and receive direction from the Recreation Manager and are responsible for managing the activities of programs designed to promote social, civic/cultural, recreational, therapeutic and/or physical development for the community. This class is distinguished from Community Recreation Supervisor II in that incumbents of the latter are responsible for the day-to-day supervision of one or more community centers or City-wide or District-wide community service or recreational programs. These are unclassified positions in which the incumbents serve at the will of the Parks, Recreation and Community Services Director.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Administers programs designed to promote social, cultural, recreational, therapeutic and/or physical development for the entire community.

Exercises general supervision over technical and supervisory personnel, including developing and monitoring training and safety programs for the division.

Evaluates recreation operations and recommends changes.

Directs the maintenance and repair of facilities and equipment.

Coordinates, evaluates and adjusts the operations of municipal recreation facilities and secondary and elementary playgrounds.

Orients, trains, and evaluates subordinate employees.

Directs and supervises, through subordinate staff, the operations of the neighborhood centers, community centers, and neighborhood parks.

Participates in public relations activities of the division, including answering public complaints and addressing groups.

Develops budgets, exercises fiscal control, and requisitions equipment.

Performs related duties as required.

Knowledge, Abilities, and Skills

Considerable knowledge of the philosophy, trends, principles, and techniques of recreation services and community programs.

Knowledge of modern municipal management and public administration, including current budgetary and fiscal operations and controls.

Knowledge of federal and state grant program rules and regulations. Ability to plan the work of subordinate personnel.

Ability to train and supervise the personnel required to execute community service programs.

Ability to prepare accurate, comprehensive, and concise reports and recommendations.

Ability to speak and write clearly and concisely.

Ability to deal effectively with other people.

Ability to establish and maintain effective working relationships.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in recreation, education, physical education, public administration, or closely related field; and two years of experience similar to that gained as a Community Recreation Supervisor II with the City of Fresno. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director of Personnel

DATE: _____